

7 April 1954

25X1A

MEMORANDUM FOR: Deputy Chief, Placement and Utilization Division
FROM : [REDACTED]
SUBJECT : Proposed Code Sheet for Consultant Qualifications

1. The attached code sheet has been worked out in cooperation with the Control Branch/PUD. The code to be used is the basic employee qualifications code. The following explanations are necessary:

a. Only the contract number and the first three letters of the last name are required. This is an attempt to conserve column space so that the qualifications can be recorded on one IBM card. A name and contract number listing can be supplied to the Control Branch from the status deck recently authorized by OPM 20-850-3 (17-54).

b. Column 14, Sex, will require a simplification of the present code:

- 1 Male - single
- 2 Male - married or other dependents
- 3 Female - single
- 4 Female - married or other dependents

c. Column 15, Security, will require an addition to the present code:

- 1 Full Clearance
- 2 Limited (To specific period)
- 3 Clearance Pending
- 4 Restricted (To given office or project)

d. Column 21, Schedule, will require an addition to the present code:

- 1 Per Day of Service (PD)
- 2 When Actually Employed (WAE)
- 3 Without Compensation (WOC)
- 4 Each Consultation (EC)
- 5 Per Hour (PH)

e. Column 22, Fund, will require the addition of a code for "vouchered" and "unvouchered".

f. In the Occupational Experience columns the sixth digit will be used to indicate primary, secondary, and tertiary fields.

2. The proposed code sheet has not yet been coordinated with Machine Records Division.

Attachment